Great Lakes Fishery Leadership Institute

Curriculum Format Standards

Covers

Coordination budget (MI) will pay for dividers in the ringbinders (Aquatic Science, Aquatic Nuisance Species Effect on Sustainability', 'Fishery Habitat , ' 'Contaminant Issues Relevant to Great Lakes Fisheries', 'Fisheries Management', 'Great Lakes Fishery Agencies: Institutional Arrangements, Funding and Politics', 'Public Participation', and 'Leadership'). These serve in lieu of cover pages on the curriculum modules. These will be printed in color with a standard layout.

Margins

Top Margin: 1 in.
Bottom Margin: 1 in.
Right Margin: 1 in.
Left Margin: 1.25 in. -- **NOTE**: The add'l. room on left is for 3 hole drill as all material will be inserted into 3-ring binders.

Page Headers/Footers

Header: The black and white version of the GLFLI logo should appear in the upper right corner of the first page of the module.
Footer: .5 in from bottom of document (standard set-up in document) rule above with text, see below:

Text Format

All text, including headers, should be black and white. This allows for consistency with those modules opting to print entirely in black and white. General formatting should be kept simple, no boxed text and a one column format. The use of indents and bullets is encouraged but is at the contributors' discretion.

Module Title:

Style: Heading 1
Helvetica 18 point bold, centered
Spacing: 12 point space before and 3 point space after title text

Section Heading or subtitle 1:

Style: Heading 2
Font: Helvetica 14 point bold, italic, flush left
Spacing: 12 point space before and 3 point space after subtitle text

Heading 3 (Subtitle 2 or emphasis within a section)

Style: Heading 3
Font: Helvetica 14 point bold, italic, flush left
Spacing: 12 point space before and 3 point space after subtitle text

Body text:
- Style: Body Text
- Font: Times 12 point, flush left)

Bibliography

 A bibliography (with dates of materials), credits, and sources for more information (including URLs) should be at the end of each section.

Building PowerPoint Presentations so they can be
Put on the Web or a CD
(compiled by MN Sea Grant Communications Staff, 2002)

♣ Presentations should be no more than 50 slides and should be done in PowerPoint version 2000 (for windows platforms) 2001 (for Macintosh platforms), or a lower version.

♣ No presentations should have associated sound files (take up too much space).

♣ Here's a list of web sites that offer design tips to help your presentations effectively get their points across:

http://www.powerpointers.com/index.asp
http://desktoppub.about.com/cs/powerpoint/
http://www.microsoft.com/office/powerpoint/
http://www.geocities.com/~webwinds/classes/powerpt.htm
http://www.bitbetter.com/powertips.htm
http://www.actden.com/pp/
http://www.webaim.org/howto/powerpoint
http://www.orst.edu/instruction/ed596/ppoint/pphome.htm
http://www.teacheroutreach.org/powerpoint/powerpoi.htm
http://www.cof.orst.edu/net/software/present/powerpnt/ppguide.sht
http://aitt.acadiau.ca/tutorials/PowerPoint2000/PowerPointPointers/index.htm
http://plato.acadiau.ca/sandbox/ppt/ppt.htm
http://www.computertim.com/howto/articles/powerpoint.shtml
http://www.zdnetindia.com/help/specials/powerpoint/stories/1103.html
http://www.rdpslides.com/pptfaq/
http://www.science.iupui.edu/SAC98/ppt.htm
http://www.iupui.edu/~webtrain/tutorials/powerpoint97_basics.html

Graphics
• Graphics should be jpgs, no more than 150 dpi.
• All images used in a presentation should be saved in an "images" folder that is provided along with the presentation.
• Use a 5 dot 3 naming system (example: faces.jpg) for all graphics to ensure we can download them.
• Provide references for the images you are using.

Text
• Text should be in one of these fonts: Arial, Courier, Times, Times New Roman, Symbol, or Helvetica
• Keep slides to 3-4 points each.
• Don't use fancy bullets, which can change forms across platforms or various versions of PowerPoint. Stick to circles, boxes, or dashes.
• Notes should be in Microsoft Word format.

Handouts

Any handouts that are meant to accompany the presentation should be saved in pdf format.

Title Slide
Title slide should include the GLFLI, Sea Grant, and NOAA logos as well as the name of the developer.

Editing
Before the presentations are ready to be put up on the web or onto a CD, someone (Rochelle) needs to review all of them for consistency and errors, and make corrections.